

Audubon Regional Library Board of Commissioners
Tuesday, October 27, 2020
Clinton Presbyterian Church, 11023 Bank Street
Regular Meeting Minutes- Approved
1:00 pm

1. Call to Order: Mr. Flowers called the meeting to order
2. Roll- Roger Wiersema, Faye Talbot, Lisa Brabham, Robert Flowers; Mrs. Carroll was absent
Requested Agenda amendments: *(the following 2 agenda amendments were approved on 10/27/2020)*
 - a. Mr. Flowers motioned to make an amendment to the agenda to have a “moment of silence” to honor Mrs. Kiff. Mr. Wiersema seconds the motion
 - b. Mrs. Faye Talbot- asks to move the Public Comment before the Executive Session. Mr. Wiersema motions to make the amendment to the agenda. Mrs. Brabham seconds the motion.
3. Approval of Agenda for 10/20/2020 ARL meeting; Mr. Roger makes a motion to approve the agenda as amended. Mrs. Brabham seconds the motion.
4. Approval of previous meeting minutes from July 14, 2020; Mr. Roger motions to accept the minutes from the July 14, 2020 meeting. Mrs. Brabham seconds the motion.
5. Statistical, Business, and Financial Report
 - a. 2020 Budget Adjustments/ Board Member signatures
 - i. Line 4170- Mr. Wiersema motions to accept the adjustment to line item 4170. Mrs. Brabham seconds. All were in favor. The motion passes.
 - ii. Line 4180- Mrs. Brabham motions to accept the adjustment to line item 4180. Mr. Wiersema seconds. All were in favor. The motion passes.
 - iii. Line 4200- Mr. Wiersema motions to accept the adjustment to line item 4200. Mrs. Brabham seconds the motion. All were in favor. The motion passes.
 - iv. Line 4220- Mr. Wiersema motions to accept the adjustment to line item 4220. Mrs. Brabham seconds the motion. All were in favor. The motion passes.
 - v. Line 4240- Mr. Wiersema motions to accept the adjustment to line item 4240. Mrs. Brabham seconds the motion. All were in favor. The motion passes.
 - vi. Line 4280- Mr. Wiersema motions to accept the adjustment to line item 4280. Mrs. Brabham seconds the motion. All were in favor. The motion passes.
 - vii. Line 4800- Mr. Wiersema motions to accept the adjustment to line item 4800. Mrs. Brabham seconds the motion. All were in favor. The motion passes.
 - viii. Line 5000- Mr. Wiersema motions to accept the adjustment to line item 5000. Mrs. Brabham seconds. All were in favor. The motion passes.
 - ix. Line 5500- Mr. Wiersema motions to accept the adjustment to line item 5500. Mrs. Brabham seconds. All were in favor. The motion passes.
 - x. Line 5502- Mr. Wiersema motions to accept the adjustment to line item 5502. Mrs. Brabham seconds. All were in favor. The motion passes.
 - xi. Line 6000- Mr. Wiersema motions to accept the adjustment to line item 6000. Mrs. Brabham seconds. All were in favor. The motion passes.
 - xii. Line 6100- Mr. Wiersema motions to accept the adjustment to line item 6100. Mrs. Brabham seconds. All were in favor. The motion passes.
 - xiii. Line 6270- Mr. Wiersema motions to accept the adjustment to line item 6270. Mrs. Brabham seconds the motion. All were in favor. The motion passes.
 - xiv. Line 6280- Mr. Wiersema motions to accept the adjustment to line item 6280. Mrs. Brabham seconds the motion. All were in favor. The motion passes.
 - xv. Line 6420- Mr. Wiersema motions to accept the adjustment to line item 6420. Mrs. Brabham seconds the motion. All were in favor. The motion passes.
 - xvi. Line 6540- Mr. Wiersema motions to accept the adjustment to line item 6540. Mrs. Brabham seconds the motion. All were in favor. The motion passes.

- xvii. Line 6560- Mr. Wiersema motions to accept the adjustment to line item 6560. Mrs. Brabham seconds the motion. All were in favor. The motion passes.
- xviii. Line 7700- Mr. Wiersema motions to accept the adjustment to line item 7700. Mrs. Brabham seconds the motion. All were in favor. The motion passes.
- xix. Line 6425- Mr. Wiersema motions to accept the adjustment to line item 6425. Mrs. Brabham seconds the motion. All were in favor. The motion passes.
- xx. Line 7000- Mr. Wiersema motions to accept the adjustment to line item 7000. Mrs. Brabham seconds the motion. All were in favor. The motion passes.
- xxi. Line 7520- Mr. Wiersema motions to accept the adjustment to line item 6425. Mrs. Brabham seconds the motion. All were in favor. The motion passes.
- xxii. Line 7540- Mr. Wiersema motions to accept the adjustment to line item 7540. Mrs. Brabham seconds the motion. All were in favor. The motion passes.
- xxiii. Line 7540.1- Mr. Wiersema motions to accept the adjustment to line item 7540.1. Mrs. Brabham seconds the motion. All were in favor. The motion passes
- xxiv. Line 7580- Mr. Wiersema motions to accept the adjustment to line item 7580. Mrs. Brabham seconds the motion. All were in favor. The motion passes.
- b. Approval of Credit Card expenditures/ Board Member signatures
- c. Approval of Bank Statement Reconciliation/ Board Member signatures
- d. Investment/CD report
 - i. Mrs. Jones points out that renewal interest rates have dropped significantly.
 - ii. Mr. Moss outlines the Investment report
 - iii. Mr. Flowers asks about lower interest rates. Mrs. Jones indicated the major reason for this was due to COVID.
- e. Renovation Financials
 - i. Motion to create budget for building renovations. Mr. Wiersema motions to create a budget for Building Renovations. Mrs. Talbot seconds the motion. All in favor. The motion passes.
 - ii. Motion to open Building Renovation account- Mrs. Talbot motions for open a Building Renovation account. Mr. Wiersema seconds the motion. All in favor. The motion passes.
 - iii. Motion to deposit Clinton Presbyterian Church monetary donation to Building Renovation account- Mrs. Talbot motions to deposit the Clinton Presbyterian Church monetary donation to the Building Renovation account. All in favor. The motion passes.
 - iv. Motion to move moneys designated as East Feliciana Building Funds CD #3218828 in the amount of \$75,906.03 to the Building Renovation Account. Mrs. Talbot motions to move moneys designated as East Feliciana Building Fund CD#3218828 in the amount of \$75,906.03 to the Building Renovation account. Mrs. Brabham seconds the motion. All were in favor. The motion passes.

6. Unfinished Business

- a. Building update
 - i. Property Transfer & Lease agreement
 - ii. Discussion was had about the lease agreement
 - iii. Mr. Wiersema makes a motion to have legal representation “review the lease” and make adjustments including a 99 year term for the lease. Mrs. Talbot seconds the motion. All were in favor. Motion passes.

7. New Business

- a. Audit
 - i. Adopt Auditor for 2021
 - 1. Mrs. Talbot motions that the library continue using Mr. Herrod. Mr. Wiersema seconds. All were in favor. Motion passes.
- b. Committee formation for annual Director evaluation
 - i. Mr. Flowers appoints Mr. Wiersema, Mrs. Talbot and Mrs. Brabham to the Evaluation committee.

c. ARL Board Member Information and Appointments

i. Member appointments/reappointments/procedural updates

1. Mrs. Jones asks Mrs. Harris to join in when she needs to.
2. Mrs. Jones shares that the process is basically the same. The only thing that has been added is that the library will be invited to an Executive Committee meeting after the applications have been accepted. Mrs. Jones asks Mrs. Harris if this is correct?
3. Mrs. Harris shared that the Executive Committee meeting is open to the public so anyone who is on the list that she sends out will receive notice of the meeting. She said you are welcome to attend that meeting and can speak at the Public comment section of that meeting. When there is a vacancy, the Jury approves the advertisement. The Police Jury runs it in the official journal for 3 weeks. Anyone who is interested submits something directly to the Parish Secretary, a resume, some kind of letter letting her know they are interested in being on the board. From there, the executive committee looks over the resumes, applications, and any letters from anyone that is interested and they make a recommendation to the full jury. The full jury votes on who fills the vacancy. Mrs. Harris encourages Board members to encourage others they know who may be interested in being on the Board to submit applications so that everyone has a chance to participate.
4. Discussion was had related to Board opening from St. Helena
 - a. Mrs. Talbot voiced concern that no one had heard from Mrs. Carroll.
 - b. Mrs. Talbot said she didn't understand what was taking so long to fill Mrs. Kiff's vacancy. Mrs. Brabham shared about Mrs. Trappey. The Board discussed Mrs. Trappey.

ii. 2020 Board Ethics Training, Sexual Harassment Training, Financial Disclosure

1. Mrs. Jones reminds Board members that these items should be completed by the end of the year if they have not been completed already.

iii. State Library- updated Trustee Training

1. Mrs. Jones shared that the State Library is visiting a lot of libraries which have not been visited in a long time. They are doing an updated Trustee training with new information. Mrs. Jones pointed out a calendar for days that the meeting could be scheduled in November. The Library Board members asked Mrs. Jones to check with the State Library for January dates.

d. Employee hires-

i. Transfers-Mrs. Mayeux, Keith Owens and Margaret Owens

1. Mrs. Mayeux transferred to St. Helena for the Manager position, Mr. and Mrs. Owens transferred to Jackson as extra employees until the Outreach Services can be reinstated.
2. Mrs. Talbot asked about whether they were working apart? Mrs. Jones indicated that they had been working apart.

ii. 2 full time employees-Mrs. Stafford, Mrs. Brecheen

1. Mrs. Talbot asked about their location. Mrs. Jones indicated that Mrs. Stafford was in Greensburg, and Mrs. Brecheen was in Clinton.
2. Mrs. Talbot asked about the applicant who was discussed at a previous meeting. Mrs. Jones indicated that when she received all the applications and completed all the interviews, the library followed the policy of offering the position to someone in-house first. The manager position was offered to Mrs. Mayeux first.

iii. 3 part time employees- Mrs. Williams, Mrs. Morales, Mrs. McClendon

1. Mrs. Williams was hired for Clinton. Mrs. Morales and McClendon were hired for Greensburg.

8. Director's Report

a. Mrs. Jones presents the Director's report-

Director's Report

- A. Summer Reading-
- a. There were Summer Reading participants in all three locations. The library partnered with 19 businesses across the East Feliciana/St. Helena parishes. The results of the Summer Reading Program were positive. Approx. \$274 was put into local businesses as a result of the incentive program. There were 113 Participants- Children- 42, YA- 13, Adults- 23
 - b. Food Drive- The food drive was part of the Summer Reading Program. It concluded at the end of July. Over 75 lbs. of food was donated to local pantries.
- B. Cares Grant-
- a. Wi-Fi Hardware –This portion of the grant is spent.
 - b. The eBook collection is still being strengthened to meet demand.
- C. Employee training and continuing education-
- a. 7 -online classes attended between August and September.
 - b. More classes registered for Oct, Nov and Dec.
- D. Lawyers in the Library- “Lawyers in the Library” will be online this year.
- E. Library Patron stats
- a. (Sept. 1st- October 14th)- Increase of 256 adult and 232 Juvenile accounts
- F. Pass along cards-
- a. These have been designed and ordered. They will be used in grab bags, in the libraries and at functions which the library participates in the future. Board members may take some to use as well.
- G. 2020 Audit Report-
- a. The 2020 Audit paperwork was filed in September due to COVID.
 - b. 2019 Audit Report
- H. Internet Usage- 2020 (Between Jan1-Oct 27)
- a. 241%- increase in daily average capture rate-visitors/day
 - b. 146%-increase in average daily first time users
 - c. 317%- increase in repeat weekly users
- I. eBook Stats- 2020 (Between Jan 1- Oct 26) *Current total collection-(1,177 items)*
- a. Because of COVID and the library card drive since the school began we have seen the following:
 - i. 410% increase in patron activity
 - ii. 1335.75% increase in eBook usage
 1. Top Circulating titles
 - a. Children’s – Captain Underpants and The Wimpy Kid
 - b. YA- The Fountains of Silence, Frankly in Love, The Light in Hidden Places
 - c. Adult- Strands of Truth, Amish Generations, The Winemaker’s Wife

***These internet and eBook trends are predicted to continue to rise and stabilize

9. Public Comment (*motion to amend agenda moved this before the Executive Session*)
- a. Mrs. Harris asks that someone come to a Police Jury meeting and update the public on the good things that are happening at the library. Mrs. Jones volunteers to put the information together. The library will deliver an update in the last Police Jury meeting of the month in January.
 - b. Mrs. Harris shares information about the Mammogram mobile unit and asks the library to participate in the “Pink Out” Day.
10. Executive Session (*Mrs. Talbot left the meeting; no executive session could be held; meeting ended*)
11. Location and time of next meeting
12. Adjournment

All meetings of the Audubon Regional Library Board are quorums and are public meetings. Approved: 12/8/2020